

Safeguarding and Welfare Requirement: Staff qualifications, training, support and skills.

Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families.

12.4 Supervision

Policy statement

A Supervision Policy and Procedure exists at Crowmarsh Pre-school to provide an opportunity for each member of staff to have a confidential discussion with their Manager about any aspects of their job, to review personal objectives and/or concerns for individual children.

Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues.

Supervision should provide opportunities for staff to:

- discuss any issues – particularly concerning children’s development or well-being;
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness.

Procedures

- Each member of staff will have a Supervision Meeting with the Manager each term (ie 6 times per year) as a minimum.
- The Manager has a Supervision Meeting with the Co-Chair each term (ie 6 times per year) as a minimum.
- The meeting is diarised at the start of each term, is held in private, in the office and is scheduled for a minimum of 30 minutes, although meetings may last longer.
- Not all Supervision needs to be planned, but may occur spontaneously as needs arise eg concerns or safeguarding issues.
- Notes summarizing the points discussed and any objectives set, will be recorded on the Supervision Meeting Record during the meeting and emailed to the individual member of staff concerned, after the meeting. These notes may be reviewed at the start of the next Supervision meeting.
- A copy of the Supervision Meeting Record is printed and filed in the staff member’s file with their Appraisal notes.
- An Open Door culture exists at Crowmarsh Pre-school between Supervision Meetings as part of our system for Supervision.

Confidentiality

Supervision meetings are, in general, private exchanges between the Manager and the supervisee. A representative of the Committee may also be present at the discretion of the Manager. However, the Supervision Meeting Record is an organisational document which may be seen by others. These records of Supervision discussions will only be made available to those who have a legitimate right to see them eg audit purposes, where there are grievances or disciplinary proceedings or disclosures against staff members, without the consent of the parties involved.

Further guidance

- Statutory Framework for the Revised Early Years Foundation Stage (2014), Section 3.

This policy was adopted at a meeting of

Crowmarsh Pre-school Committee

On

14TH NOVEMBER 2016

(date)

Date to be reviewed

SEPT. 2018

(date)

Signed on behalf of the provider

Reynolds

Name of signatory

MICHELLE REYNOLDS

Role of signatory (e.g. chair, director or owner)

CO-CHAIR